



# Civil Service Group

Conference 2016

## Civil Service Group Annual Delegate Conference

Wellington Park Hotel  
Belfast

Agenda 2016

Thursday 10th November 2016

## Timetable

### Thursday 10th November 2016

10.30 a.m.	Tea/Coffee	
11.00 a.m.	Chairperson's Address	
11.15 a.m.	Appointment of Scrutineers and Tellers Adoption of Standing Orders Report No.1	
11.30 a.m.	Pay and Pensions	Motions 1-4
12.15 p.m.	Terms and Conditions	Motions 7-9
12.35 p.m.	Staffing and Resourcing	Motions 12-14
1.00 p.m.	Lunch	
2.00 p.m.	Recruitment and Promotion	Motions 17-19
2.30 p.m.	Grading and Allowances	Motions 22-24
2.55 p.m.	Trade Union Issues	Motion 27
3.25 p.m.	Equal Opportunities	Motion 30-31
3.40 p.m.	Tea/Coffee	
4.00 p.m.	General	Motion 34-35
4.10 p.m.	Health and Safety	Motions 38-41
4.30 p.m.	Guillotined Motions	
5.00 p.m.	Close of Conference	

## Special Notice to Delegates

The Standing Orders and Standing Orders Committee Report No.1 should be read in conjunction with the list of motions. In accordance with Standing Order 37, Branches wishing to move reference back to Standing Orders Report No.1 or at any part of it, should notify their intention to do so in writing to the Secretary, NIPSA Standing Orders Committee, Harkin House, 54 Wellington Park, Belfast, BT9 6DP not later than **11.00 a.m., Thursday 3rd November 2016.**

Those branches who have so notified their intention to move reference back of Report No.1 will be required to meet the Standing Orders Committee prior to Conference on **Friday 4th November 2016.**

Only those branches who have complied with Standing Order 37 will be permitted to move reference back of Standing Orders Committee Report No.1.

Branches should note that reference back of Standing Orders 1 to 43, or any amendment to them, is not permissible. This rule does not apply to any additional Standing Orders included in Standing Orders Committee Report No.1.

# Standing Orders for Conferences

1. These standing orders will apply to General and Group Conferences until they are amended or rescinded by a motion adopted by an annual Delegate General Conference. If any such motion is adopted it shall not come into effect until the conclusion of the conference at which it is adopted.

## Reports of Standing Orders Committee

2. Subject to the provisions of these standing orders, the Standing Orders Committee will draw up reports for each conference, setting out its recommendations on the timetable, agenda and such other matters as it considers necessary for the business of the conference. The reports of the Standing Orders Committee will be presented to the conference for consideration and decision.
3. The Standing Orders Committee may, if it considers it necessary recommend **additional standing orders** on matters not covered in these standing orders. Such additional standing orders shall apply only to the conference at which they are adopted.
4. The first report of the Standing Orders Committee to an Annual Conference hereinafter referred to as "**Report No.1**", shall comprise the agenda, which shall contain all the motions received in accordance with these standing orders and the Committee's recommendation on the timetable and other matters.

## The Agenda

5. The Standing Orders Committee will include in a **primary agenda** those motions which require a decision by conference and will place the remaining motions in a secondary agenda.
6. In each section of the primary agenda any motions which relate to pay and conditions of service shall be placed at the beginning of the section.
7. The **secondary agenda** will include the following categories:
  - (a) Category A - motions which are covered by a composite or comprehensive motion on the primary agenda.
  - (b) Category B - motions which restate existing union policy.

(c) Category C - motions which can be dealt with by correspondence with Union Headquarters.

(d) Category D - motions which are competent to be dealt with by a body established under rule 6.9(a) of the rules of the Union and which are to be remitted to the General Council for reference to that body.

(e) Category X - motions which the President has ruled are out of order.

8. **Composite motions** will be used whenever possible to cover a number of motions directed at the same issue. The motion selected as a composite is the one which, in the opinion of the Standing Orders Committee, incorporates the points made in motions covered by it.

9. **Comprehensive motions** will whenever possible be constructed by the Standing Orders Committee to cover motions, when although directed on the same issue, contain a number of diverse points. The Standing Orders Committee will recommend who should move a comprehensive motion.

10. The passage of a **composite or comprehensive motion** does not imply acceptance of the detailed variants in the motions which they cover.

11. Motions which seek to **amend the rules of the Union or the annexes to them or which would require an amendment to the rules of the Union or the annexes to them** will be out of order, unless they are presented in a form which sets out clearly the wording of the amendment(s) necessary.

12. An emergency motion shall deal only with urgent business which has arisen since the final date for the submission of motions to conference and shall require a decision by conference. The Standing Orders Committee shall include in Report No.1, the procedure for dealing with emergency motions.

13. The Standing Orders Committee shall have the sole authority to decide whether or not a motion is competent for consideration as a matter of urgency. It shall publish those motions which it considers to be emergency motions in a report which shall also include provisions for their discussion.

## The Timetable

14. The Standing Orders Committee will arrange motions in the primary agenda into sections and specify periods of time for the discussion of each section and for other conference business. If alterations to the timetable become necessary during the course of a conference the Standing Orders Committee shall submit recommendations to the conference. For such an alteration it is not necessary to resort to the procedure set out in Standing Order No.35.
  15. The time allotted to each section of the agenda shall be adhered to as far as possible.
  16. The Standing Orders Committee may recommend an opportunity, before motions in a section of the agenda are discussed, for the General Council to place before the delegates any **factual material necessary to bring up-to-date the annual report** in respect of subjects to which the section relates. The time allocated for this purpose to a speaker for the General Council shall be limited to 4 minutes, subject to the President's discretion in exceptional circumstances.
  17. Motions shall be taken in the order in which they appear on the agenda. The time allotted to each motion shall be at the discretion of the President.
  18. In order to make the maximum use of conference time for the discussion of motions on which there may be differing opinions, the General Council will indicate which **motions, if any, on the primary agenda it is willing to have adopted without discussion**. These motions will be listed in a report of the Standing Orders Committee and by adopting the report the conference will carry the motions.
  19. **Motions which are not taken because of lack of time** shall be dealt with as if they had been remitted by conference to the General Council.
- Orders Committee, his or her name and office before speaking on any point.
23. Speeches by movers of motions shall be limited to **4 minutes** and other speeches to **3 minutes**, but these times may be varied at the discretion of the President.
  24. The mover of a motion on the agenda shall have the **right of reply** at the close of the debate upon the motion, if anyone has expressed opposition to the motion.
  25. Immediately before the mover of a motion on the agenda exercises his or her right of reply or before the vote is taken if there is no right of reply or it is waived, a **speaker on behalf of the General Council** will be afforded the opportunity of addressing conference.
  26. A **motion may be withdrawn** only by the proposers with the approval of conference.
  27. No one other than a delegate or a member of the Standing Orders Committee may address conference unless authorised by the General Council.
  28. Speakers must on all occasions confine themselves strictly to the matter under discussion.
  29. **Points of information** shall be allowed only at the discretion of the President.
  30. If the President, rises **to call a member to order**, or for any purpose connected with the proceedings, the member speaking shall thereon resume his or her seat and no other member shall rise until the chair is resumed.
  31. **The ruling of the President** on any question under standing orders or on points of order or explanation, shall be final unless challenged by not less than 10 delegates. In the event of such a challenge the President shall vacate the chair. The Vice-President, failing whom a member of the General Council, shall then take the chair and shall put it to the vote that the ruling of the President be upheld. Unless two-thirds of the delegates present and voting vote against the motion that the ruling of the President be upheld, the ruling of the President shall stand. When the result of the vote has been declared, the President shall resume the chair and proceed in accordance with the result of the vote.
  32. Subject to the rules of the union, a **card vote** may be taken. Card votes for, against or abstaining on the motion under debate will be collected simultaneously.

## Conduct of Debates

20. It shall **not be necessary to second motions** or emergency motions included in a Standing Orders Committee report which has been adopted by conference.
21. If the **mover of any motion is not present** when it is called, the President may invite a Branch or the General Council, to move the motion. If the motion is not moved, it will be deemed to have fallen.
22. Each **speaker shall announce his or her name** and Branch or, in the case of a person speaking on behalf of the General Council or the Standing

33. No question which has not been included in Report No.1 of the Standing Orders Committee and no emergency motion shall be decided on a card vote.

### Procedural Motions

34. Motions on procedural matters must be moved **and** seconded by delegates or members of the General Council. The mover of a procedural motion may speak on the motion only once and no other speeches shall be allowed save as provided elsewhere in these standing orders.

35. **These standing orders** or any part of them or any provision of a Standing Orders Committee report made under them shall be **suspended** if a motion to that effect is supported by two-thirds of the delegates present and voting. The mover of such a motion shall be allowed by the President sufficient time to explain the purpose of the proposed suspension within the time limit for speeches then applying. If the motion is seconded the President shall similarly allow the Standing Orders Committee to reply before taking the vote.

36. When the motion to adopt a report of the Standing Orders Committee has been moved the President may call any Branch or the General Council, which wishes to move reference back to vary or delete a part of the report. The Standing Orders Committee may reply to such a **reference back** before it is voted upon. If subsequently the motion to adopt the report is carried, the report shall have effect as amended by any reference back accepted by the conference.

37. Reference back of Report No.1 of the Standing Orders Committee or any part of it, must be notified to the Committee in writing at least one week before the start of conference and should be discussed with the Committee before the conference. The Standing Orders Committee shall announce arrangements for such discussions.

38. A debate shall be closed if:

(a) A motion **“that the vote now be taken”** is carried but such a motion cannot be put to Conference until the opportunity to oppose the motion under debate has been given. Then if such a motion is moved and seconded it shall be put to the vote without discussion. Such a motion shall not be moved or seconded by a delegate who has previously spoken in the debate. If such a motion is carried the mover of the motion under debate shall, before the motion is put exercise any right of reply that s/ he may have but no other speeches shall be allowed.

(b) A motion **“that conference proceed to next business”** is carried but such a motion cannot be put to Conference until the opportunity to oppose the motion under debate has been given. Then if such a motion is moved and seconded it shall not be moved or seconded by a delegate who has previously spoken in the debate. If such a motion is carried, conference shall proceed forthwith to the next item on the agenda.

39. A motion **“that this motion be remitted to the General Council”** may be moved and seconded by delegates or members of the General Council. The debate on the original motion may continue after the motion to remit it to the General Council has been proposed and seconded, unless the President decides otherwise. At the conclusion of the debate the mover of the original motion shall exercise his or her right of reply, following which the President shall immediately put to conference the proposal that the motion be remitted to the General Council. If the motion to remit is carried, conference shall proceed forthwith to the next item on the agenda, otherwise the original motion will be put to conference.

### Miscellaneous

40. In the **absence of the President** the Vice-President shall preside at conference. In the absence of both the President and Vice-President, the General Council shall elect a member of the Council to preside. The use of the term “President” in these standing orders shall be construed to include the person, other than the President, who presides at conference in accordance with this standing order.

41. Delegates must give one week’s notice in writing to the General Secretary of their intention to ask any question on **the annual report** or the **financial statement**.

42. Delegates must give one week’s notice in writing to the General Secretary of their intention to move a **reference back** of part of the **annual report** and **financial statement** specifying which section(s) they propose to refer back. A motion to refer back the annual report or financial statement must be moved and seconded by delegates. The mover of the motion may speak on the motion only once and no other speeches shall be allowed, save that a speaker on behalf of the General Council will be afforded the opportunity of addressing Conference.

43. During conference **smoking** will not be permitted.



# Standing Orders Report No.1

1. A Primary and Secondary Agenda have been devised in accordance with Standing Orders 5, 6 and 7.
2. Composite Motions have been used in accordance with Standing Order 8. Comprehensive Motions have been used in accordance with Standing Order 9.
3. Delegates representing Branches whose motions are covered by either a Composite Motion or Comprehensive Motion which their Branch is not due to propose shall be afforded an opportunity to speak to the relevant Composite or Comprehensive Motion.

<b>Motions</b>	<b>Motions covered by it</b>
Composite Motion No.2	44
Composite Motion No.8	45
Composite Motion No.14	46
Composite Motion No.17	47,48,49,50
Composite Motion No.27	51,52

4. In order to expedite Conference business, Standing Orders Committee recommend that delegates wishing to speak to a Motion once it has been moved, occupy seats reserved for such persons at the front of the Conference Hall. Only those delegates who comply with this procedure may be called upon to address Conference.
5. In accordance with Standing Order 12. Branches are hereby informed that Notice of Emergency Motions must be submitted in writing to the Standing Orders Committee at Harkin House not later than **12 noon on Thursday 3rd November 2016**. Such submission must be signed by two Branch Officers and indicate the date of the General Meeting at which the Emergency Motions were adopted by the Branch.

**Signed: D Gillian (Chairperson)**  
**A Boal**  
**J McCloskey**





# **Primary Agenda**

**Motions in this Agenda are due to be discussed.**

## ● Pay and Pensions

### *Motion No.1 (to be moved by the Executive Committee)*

Conference notes the terms of NIPSA's Northern Ireland Civil Service (NICS) Pay Claim for 2016/17, lodged post the Branch consultation exercise in June/ July. Conference calls on the Civil Service Group Executive Committee to continue to oppose the application of the Westminster Government's public sector pay restraint policy as applied to the NICS by the Northern Ireland Executive and the Finance Minister.

Conference calls on the Civil Service Group Executive Committee to take all possible measures to secure a fair pay rise for Northern Ireland Civil Servants and to continue to seek to restructure the NICS pay system, so that members receive the proper rate for the job and that all points on pay scales are revalorised each year.

### ***Composite Motion No.2 (to be moved by the Executive Committee)***

**Conference notes that the Westminster Government's consultation of spring 2016 on public sector redundancy compensation schemes has still to be formally responded to, yet the Cabinet Office has sought to introduce these draconian changes to the United Kingdom Civil Service Compensation Scheme. Conference calls on the Civil Service Group Executive Committee to fully resist any further adverse changes to the NICS Compensation Scheme.**

### *Motion No.3 (to be moved by the Executive Committee)*

Conference notes that work has commenced on the review of the new NICS ALPHA Pension Scheme and that the first actuarial review will commence shortly. Conference is concerned that both the impact of Voluntary Exit Scheme (VES) and changes introduced by Her Majesty's Treasury (HMT) in respect of the funding basis of the Scheme could have implications for the cost control mechanisms and calls on the Civil Service Group Executive Committee to fully engage on the issue of cost controls and to resist any increases in employee contributions and/or a dilution of the Scheme benefits.

### *Motion No.4 (Branch 303)*

Conference calls on the Civil Service Group Executive Committee to engage immediately with Management Side to demand an immediate and substantial increase in day subsistence allowance rates for NICS staff. These increases should be reflective of the compound inflation rate of 73% since 1996, the recent substantial rise in UK food sector rises and the stagnation in pay for many NICS staff since 2012.

### **Motions No. 5-6 unallocated**

## ● Terms and Conditions

### *Motion No.7 (to be moved by the Executive Committee)*

Conference notes that some 3,000 plus civil servants exited the NICS under the Stormont House Agreement (SHA) VES arrangements and that this has placed undue demands on those who remain in the NICS to deliver a broad range of public services. Conference calls on the Civil Service Group Executive Committee to oppose any further consideration of the use of the SHA VES Scheme and to support members who are faced with demands to take on board any additional duties as a result of those who left under VES.

## **Composite Motion No.8 (to be moved by Branch 59)**

Conference congratulates NIPSA for the strong position it has taken in opposition to the Welfare Reform Bill. We now embark on a period of vast transition throughout NICS with the departmental restructuring and the roll-out of many new posts in Department for Communities (DfC) through the Welfare Reform Bill, including Personal Independence Payment (PIP), Mitigation and the new Discretionary Support Service, to be based in Antrim and Dungannon. Couple this with the wake of VES where many areas around the NICS are facing an increasing workload with fewer staff.

Conference is alarmed at the embargoes still restricting current members from even applying for some elective transfers.

Members throughout the new Departments should be commended for their forbearance, especially as the issues facing many staff should and could have been managed better. For many members the chance to work close to home is not even possible due to the understaffing issues currently plaguing many Branches. This flies in the face of the various NICS initiatives such as Work-life-Balance with WELL campaign. The lack of career development opportunities encompassing scarce internal promotion boards and embargoed elective transfers are creating undue stressors for many members.

Conference therefore instructs the incoming Civil Service Group Executive Committee to press Corporate HR to remove the restrictions on applying for elective transfers, so that our members may, once again, be able to apply for and move more easily around the NICS and sustain a more positive Work-life-Balance.

### *Motion No.9 (Branch 5)*

Conference is concerned about moves by some Management Sides within the NICS to impose 8 to 8 office opening hours which is out with the pay and conditions of service.

Conference calls upon the Executive Committee to campaign against any compulsory imposition of changes to the terms and conditions.

### **Motions No.10-11 unallocated**

## **● Staffing and Resourcing**

### *Motion No.12 (to be moved by the Executive Committee)*

Conference expresses its concern with regard to the planned introduction from April 2017 of the centralised NICS HR (formerly the Centre of Excellence). Conference calls on the Civil Service Group Executive Committee to ensure that:

- the interests of staff in Departmental HR Branches and also Central HR are fully protected;
- that there are no further delegation of functions to line managers and for those functions already delegated they are fully resourced and the necessary training is provided, also that such delegations are monitored to ensure that there is consistency of application;
- that a more systemic approach to HR does not result in the loss of a flexible approach to decision making; and

- there is full and timeous engagement with Trade Union Side to include provision for a detailed review of the outworking of the NICS HR project.

### *Motion No.13 (Branch 53)*

**(If Motion 12 is carried Motion No.13 falls)**

Conference notes NICS intentions to create a single HR Centre of Excellence. Conference calls on the incoming Group Executive to oppose this and try to ensure current HR functions are maintained.

### ***Composite Motion No.14 (to be moved by Branch 59)***

Conference is bitterly disappointed at the Civil Service Group Executive's failure to implement any of the recommendations in Emergency Motion No 2 from Civil Service Group Conference 2015 to reinvigorate NIPSA's Public Service Defence Campaign. Conference continues to feel angry and betrayed by people who continually fail to inspire confidence in a fractured membership who are constantly under attack in the workplace. Conference feels the Civil Service Group Executive Committee has learned nothing and we are sorely disillusioned by the lack of leadership shown by the Executive.

Conference feels that Emergency Motion No 2 was clear in it's instruction to the Civil Service Group Executive Committee and it has been wholly ignored. In case it has been forgotten the motion was as follows:

“Conference instructs the incoming Civil Service Group Executive Committee meet as a matter of urgency to draw up a robust plan of action to include possible strike days, possible training and awareness sessions for Reps, poster and billboard campaigns, leafleting of working class areas and any other action deemed necessary so that we can build this campaign as we were promised in NIPSA Bulletin B/08/15. Conference believes this is the only way. Budgetary cuts will start to hit our members from September 2015 and Conference is concerned Branches will have lost so many members that those left behind will have little to no appetite to strike or fight.

Conference insists that this current campaign is returned to the members, to the streets, the public and back to NIPSA's grassroots and instructs the incoming Executive Committee to improve their communication with representatives and members by providing regular and timely updates on this and all future vital campaigns.”

Conference instructs the incoming Civil Service Group Executive Committee to:

- Enact the instructions from Emergency Motion 2 from 2015;
- Develop a strategy to defend Civil Service jobs, terms and conditions;
- Improve communication with the membership;
- Build a campaign as promised in NIPSA Bulletin B/08/15.

**Motions No.15-16 unallocated**

## ● Recruitment and Promotion

### **Composite Motion No.17 (to be moved by the Executive Committee)**

Conference welcomes the lifting of the NICS recruitment and promotion embargo and notes that NIPSA has sought to have momentum put into the process to ensure that both promotion lists are utilised and as need be fresh Promotion Boards are held. Conference calls on the Civil Service Group Executive Committee to continue to press for the use of internal promotion over external competitions and that management do not use non-filling of posts to further the extent and impact of public expenditure cuts on the NICS.

### *Motion No.18 (Branch 139)*

Conference continues to be concerned at the lack of movement on the 2014 EOI promotion competition, despite the embargo on promotion having been lifted.

Conference also notes that a motion in a similar vein was passed by the 2015 Civil Service Conference. Conference now requests that the incoming Executive Committee urgently pursue this matter with management and get the EOI promotion list published without delay.

### *Motion No.19 (Branch 301)*

As a result of the promotion embargo and VES, there has been a proliferation of temporary promotions. This mechanism, when used widely, results in a reduced number of front line staff and consequential increased pressure upon remaining staff.

Conference therefore calls upon the incoming Civil Service Executive Committee to impress upon civil service management the need to substantively fill business critical posts without further delay.

### **Motions No 20-21 left unallocated**

## ● Grading and Allowances

### *Motion No.22 (to be moved by the Executive Committee)*

Conference calls on the Civil Service Group Executive Committee to conduct an examination of the pay related allowances across the NICS and to consider the most appropriate means of both protecting such allowances and to ensure that the value of them is addressed.

Upon completion of the examination the Civil Service Group Executive Committee should produce a report to be issued to Branches for consultation, with a view to informing the 2017 NICS pay claim.

### *Motion No.23 (Branch 63)*

#### **(If Motion No.22 is carried Motion No.23 falls)**

Conference notes the recommendation from the NIPSA Information Communication Technology (ICT) Committee to the Executive Committee to establish ICT pay scales for ICT specialists within the NICS. This recommendation will see the pensionable ICT allowance join with these staff's basic salary to create the ICT pay scales.

Conference therefore instructs the Executive Committee to commit to establishing the recommended ICT pay scales which will help protect the ICT family within the NICS.

Conference acknowledges that there are other groups within the NICS that receive different types of allowances and work needs to begin locally how these can be protected.

#### *Motion No.24 (Branch 53)*

Conference instructs the Civil Service Group Executive Committee to engage with Management to agree a process to abolish the Administrative Assistant (AA) grade and have one single Administrative Grade.

**Motions No.25-26 left unallocated**

## ● Trade Union Issues

### ***Composite Motion No.27 (to be moved by the Executive Committee)***

Conference is concerned that the NICS Management Side continues to seek to review trade union arrangements within the NICS. Conference calls on the Civil Service Group Executive Committee to continue to oppose any dilution of the NICS facilities provisions and to ensure that NIPSA's accredited representatives within the NICS have the necessary time and facilities to fully represent members. Conference also calls on the Civil Service Group Executive Committee to ensure that post re-organisation of NICS Departments that the industrial relations machinery both centrally and at Departmental Whitley level is fit for purpose.

**Motions No 28-29 left unallocated**

## ● Equal Opportunities

### *Motion No.30 (Branch 1)*

Conference notes that disabled persons and their line managers depend upon support from Departmental Human Resources teams not just to avoid ill-health for both but also to help realise the full potential of individuals and teams. Conference calls on the incoming Civil Service Group Executive to challenge the NICS to ensure that Disability Liaison, awareness and support across the Civil Service is adequately resourced to offer proactive support both to disabled persons and their line managers, advising, signposting and referring to services and facilitating contact, seeking solutions that remove barriers and lead to good health and the realised potential for the disabled person to excel.

### *Motion No.31 (Branch 13)*

We call upon the incoming Civil Service Group Executive to engage with Management in the implementation of a policy to provide support for those staff with caring responsibilities and to develop a programme of education for Managers which would lead to greater understanding of the needs of staff with caring responsibilities.

**Motions No 32-33 left unallocated**

## ● General

### *Motion No.34 (Branch 103)*

Conference calls on the Executive Committee to undertake an urgent review of Rule 29 (a-g) of the Civil Service Group Constitution.

At present this rule allows for a guaranteed reserved seat on the Executive Committee for members in the now defunct Instructional Officer grades (f), members in the Professional and Technical (c), Agricultural Inspectorate (d), and Scientific (e) professions, and members in the Support (b) grades.

Any such review, which should include member consultation, should examine whether having seats on the Executive Committee reserved for each of these professions in this nature is still applicable, and if so, that consideration should now be given to the creation of a reserved seat for members in the ICT profession within the NICS – this profession did not exist in its current guise within the NICS at the time when the Civil Service Group Constitution was written.

### *Motion No.35 (Branch 113)*

**(If Motion No.34 is carried Motion No.35 falls)**

Conference calls on the Civil Service Group Executive to bring forward the following constitutional amendment.

In Rule 29, Annex C Civil Service Group Constitution, delete (a) to (g) and replace with the following wording:

29. Subject to nominations having been received:

- (a) members in the General Service or comparable grades shall fill at least 4 seats;
- (b) members in the Professional and Technical Officers or comparable grades shall fill at least 1 seat;
- (c) members in grades of Agricultural Inspectorate or comparable grades shall fill at least 1 seat;
- (d) members in the Scientific or comparable grades shall fill at least 1 seat;
- (e) members in the Professional, Scientific and Technical or comparable grades shall fill at least 4 seats, taking into account (b), (c) and (d) above.

**Motions No.36-37 unallocated**

## ● Health and Safety

### *Motion No.38 (Branch 13)*

Conference calls upon the incoming Civil Service Group Executive to engage with NICS Management with a view to the NICS developing a policy regarding the provision of defibrillators, ultimately leading to the installation of defibrillators in every NICS building and the provision to staff of training in their use.

### *Motion No.39 (Branch 42)*

Conference calls on the incoming Civil Service Group Executive Committee to negotiate a stress policy in the NICS. The NICS is in a major state of transition and this is having a detrimental impact on our members. The NICS has a duty of care to our members and yet they do not know how to carry out a stress risk assessment. It is essential that every step is taken to protect our members and a policy which would ensure a preventative approach to stress in the workplace is paramount

### *Motion No.40 (Branch 312)*

Conference is concerned at the return of Workplace 2010 ideas in the guise of new Office Accommodation Standards for Northern Ireland and the Lanyon Plaza Space Utilisation Project. This is being led by the Strategic Investment Board without the agreement of NIPSA at Central Whitley. The project is tasked with increasing capacity from 731 staff to 1131 through hot desking and a ratio of 8 desks to 10 staff.

Conference instructs the incoming Executive Committee to ensure proper consultation with agreed terms of reference etc, is at Central Whitley. The project must be subject to rigorous examination and challenge before it sets standards across the NICS Estate. The project is also considering major construction works to a newly built property that is already costing NICS a reputed £37m over its 25 year lease. The cost to the ratepayer and value for money case should be investigated and challenged at Central Whitley as well as the role of Strategic Investment Board (SIB) in the NICS Estate.

### *Motion No.41 (Branch 301)*

Vacancy rates within the Northern Ireland Civil Service have been increasing and this has escalated after VES. While the capacity of individuals to cope with periods of increased pressure may vary, Civil Service management must take responsibility for the well being of their staff by managing the degree of resource pressure that staff is subjected to.

Conference therefore instructs the incoming Civil Service Executive Committee to call on the NICS to publish maximum safe tolerance/s for percentage vacancy rate and maximum safe tolerance/s for the length of time that teams and individuals may be subjected to various levels of resource pressure.

### **Motions No 42-43 unallocated**



# **Secondary Agenda**

**Motions in this Agenda are  
not to be discussed.**

# Category A

## Motions covered by composite/comprehensive motions contained in the Primary Agenda.

### ***Composite Motion No.2***

#### *Motion No.44 (Branch 113)*

Conference calls on the Civil Service Group Executive Committee to oppose any further changes to the terms of the civil service compensation scheme which result in a detriment to our members and which allow for the NICS to further reduce staffing levels across the service.

Conference notes that the ink was barely dry on the last set of changes, with assurances from Stormont that it wouldn't mean members jobs being lost, when the voluntary exit scheme was launched, 3000 jobs were wiped out and members lost out financially as a result.

Conference notes that this is devolved matter for Stormont Assembly to decide on and further calls on the Civil Service Group Executive Committee to ensure all means necessary are used to fight any detrimental changes and to make the case that a difference can be made at local level and the Westminster terms need not be followed here.

### ***Composite Motion No.8***

#### *Motion No.45 (Branch 13)*

Conference is concerned that a large number of our members in certain areas are consistently being denied the opportunity to apply for elective transfers.

We are increasingly seeing members being denied the opportunity to advance their careers via the elective transfers system. This decision is often being made at Grade 7 level or below simply to protect their own status and/or improve Management statistics.

This has seen the opportunity to apply for elective transfers becoming a privilege only open to those fortunate to work in certain areas rather than an opportunity available to all.

Conference therefore calls upon the incoming Civil Service Group Executive Committee to engage with and lobby Management in order to ensure that equality of opportunity is available to all NICS staff by ensuring that elective transfer opportunities are open to every staff member.

### ***Composite Motion No.14***

#### *Motion No.46 (Branch 1)*

Conference condemns the wholly inadequate response of the Civil Service Group Executive to Emergency Resolution Number 2 passed at the Civil Service Group Conference 2015. That Resolution criticised the outgoing Civil Service Group Executive Committee for its failure to follow up on the magnificent strike on March 2015 and instructed the Civil Service Group Executive Committee "as a matter of urgency to draw up a robust plan of action to include possible strike days, possible training and awareness sessions for Reps, poster and billboard campaigns, leafleting of working class areas and any other action deemed necessary so that we can build this campaign as we were promised in NIPSA Bulletin B/08/15." The Civil Service Group Executive Committee has failed to build an effective and comprehensive campaign to defend the services delivered by our members in the Civil Service. Conference instructs the incoming Civil Service Group Executive Committee to build such a campaign and also to abide by the direction given

in Emergency Resolution Number 2 to “improve their communication with representatives and members by providing regular and timely updates on this and all future vital campaigns.”

### ***Composite Motion No.17***

#### *Motion No.47 (Branch 53)*

Conference calls on the incoming Civil Service Group Executive Committee to pressure NICS Management to begin internal promotions using the lists in existence. Conference further calls on the Civil Service Group Executive Committee to ensure a promotion competition for Administrative Officer (AO) -Executive Officer 2 (EO2) takes place.

#### *Motion No.48 (Branch 113)*

Conference calls on the Civil Service Group Executive Committee to push for an immediate resumption of normal recruitment and promotion within the NICS. The Voluntary Exit Scheme has put enormous pressure on members across the NICS, as members left the service but the work continued.

Conference calls on the Civil Service Group Executive Committee to urgently engage with management and insist on;

- (1) placing staff from existing competitions/published lists into their promoted grades;
- (2) to call for an internal NICS AO to EO2 competition without the need for aptitude testing; and
- (3) to pursue a strategy to bring forward the amalgamation of the AA and AO grades across the NICS into a single, new Administrative grade.

#### *Motion No.49 (Branch 59)*

Conference condemns the continuing Government policy of austerity and the assaults on the Civil Service. A recruitment embargo has left the Civil Service with an ageing workforce and the lack of internal promotions for AOs and AAs for over 10 years has resulted in a stagnant and demoralised atmosphere.

Staff shortages following the Voluntary Exit Scheme have left offices decimated with ever increasing work loads and further budget cuts are on the horizon. Overtime is being used in many offices to paper over the cracks and our members are struggling with the pressure of Management expectations.

Conference instructs the incoming Civil Service Group Executive Committee to actively campaign for internal promotions for our members and call for an end to the embargo on recruitment.

#### *Motion No.50 (Branch 303)*

Conference condemns the practice in Non-Departmental Public Bodies (NDPB's) such as the Agri-Food & Biosciences Institute (AFBI) to use internal trawls as the only form of promotion available to our members. The total lack of any promotion to move outside your own section has worsened in recent years. This practice is starting to spread to other parts of the NICS and will result in fewer internal promotions. Also by making more jobs specialised Organisations such as AFBI are pushing for more vacant posts to be filled externally. Therefore conference calls on the incoming executive committee to launch a campaign to push for proper promotion boards in the NICS and NDPB's.

## ***Composite Motion No.27***

### ***Motion No.51 (Branch 59)***

Conference notes the difficulties experienced by NIPSA due to the restructuring of the NICS Departments and the upheaval this has caused. Conference also notes the hard work undertaken by all lay reps and in particular our Departmental Secretaries.

Conference notes that our ability to successfully challenge Management and the Government over pay, cuts and Welfare Reform comes from a position of strength. Conference believes this position of strength comes from the experience and expertise of our Departmental Secretaries.

Conference instructs the incoming Civil Service Executive Group Committee to defend this valuable resource and ensure our Departmental Secretary offices are staffed adequately and provided with sufficient resources going forward.

### ***Motion No.52 (Branch 121)***

Conference is concerned that the ongoing review of facility time could seriously weaken NIPSA's ability to represent our members. The legal right of members to be accompanied in employment related matters cannot be undermined or threatened. Any dilution in facility time should be considered as an attack on NIPSA Reps.

Conference instructs the Civil Service Group Executive to fight to maintain and protect facility time across the NICS.

# Category B

## Motions which restate NIPSA policy, and therefore do not require a Conference decision

### *Motion No.53 (Branch 19)*

Conference endorses the sentiments of Comprehensive Motion No.16 passed at the 2015 Civil Service Group conference regarding the detrimental changes to terms and conditions.

Conference expresses concern that to date nothing appears to have been done to comply with the requirement for the Executive Committee to consult Branches in relation to the introduction of new NICS Policies and changes to existing NICS Policies.

Conference re-iterates the instruction that the Executive Committee should inform and consult Branches at all stages of negotiations including; before, during and prior to any agreement being reached in order that members may present any views, disagreements and/or concerns that they wish to be taken into account in defence of their terms and conditions.

### *Motion No.54 (Branch 59)*

Conference is concerned that the substantive pay negotiations have not started some weeks after the pay award was due. Conference recognises that a pay cap has been set by the Exchequer but also that our members have a legitimate claim to receive reasonable and fair pay.

Conference condemns the Finance Minister and the Assembly for continuing with the austerity myth and has led to the pay constraint and is causing misery for many of our members whose living standards are suffering.

Conference instructs the incoming Executive Committee to start developing a campaign to challenge and counteract the right-wing propaganda that pervades the public perception about austerity. It should focus on low pay and the impact of the cap and how this impacts on living standards, pensions and the economy.

### *Motion No.55 (Branch 29)*

Conference notes with grave concern the increasing use of private sector companies such as Ernst & Young to carry out our members' work. We call on the incoming Civil Service Group Executive to strongly oppose any work being completed by private sector firms and to fervently challenge management as to why this is the case.

### *Motion No.56 (Branch 149)*

Conference calls on Civil Service Group Executive Committee to campaign for an increase in pay for all grades to reflect the cost of inflation and since staff workloads have increased due to Voluntary Exit Scheme.

### *Motion No.57 (Branch 149)*

Conference calls on Civil Service Group Executive Committee to try to ensure that NIPSA Reps are invited to consultation in regard to accommodation in relation to office re-location, closure of offices and staffing.

*Motion No.58 (Branch 123)*

Conference will be aware – over the past 7-8 years have been diligently fighting to receive their Equal Pay that the rest of the Civil Service gracefully received. We feel this is an injustice and as such, request Conference to continue to lobby on our behalf and not let this travesty get lost in the political shuffle.

*Motion No.59 (Branch 16)*

Conference is disappointed that the compensation payment, known as equal pay, has not been paid to members who were seconded to the Northern Ireland Office (NIO) or worked in the Police Service of Northern Ireland (PSNI), Department of Justice (DoJ) or Public Prosecution Service (PPS) during the affected period. Conference notes with great disappointment that despite previous commitments no action has been taken by the Northern Ireland Executive to remedy this situation. Conference calls on the Executive Committee to continue to lobby and campaign MLAs and particularly the Finance Minister to achieve a fair and just settlement.

# Category D

**Motions which are competent to be dealt with by a body established under Rule 6.9(c) of the Rules of the Union which are remitted to the Executive Committee for reference to that body.**

## *Motion No.60 (Branch 303)*

Conference is concerned that the new AFBI management structure has chosen to bypass NICS terms and conditions in their sudden reorganisation of the senior management structure of the organisation. NIPSA at every level was not informed about the changes despite having a meeting with the new Chief Executive Officer (CEO) 3 hours before the document was published to staff. This new CEO seems determined to push without delay into privatising the organisation. NIPSA as the recognised Trade Union has been ignored. Conference calls on the incoming executive committee to press AFBI and its sponsor Department of Agriculture, Environment and Rural Affairs (DAERA) for proper negotiation.

## *Motion No.61 (Branch 303)*

Conference is concerned that as a result of the 2012 comprehensive pay and grading review most staff in the DOJ lost their environmental allowance. In May of this year the terror threat level in Northern Ireland was raised to severe.

Given the risks associated with work carried out by Forensic Science Northern Ireland (FSNI) staff, the personal security measures they need to adopt and the fact that they share a site with PSNI civilian staff who, rightly, continue to receive the allowance. We therefore instruct the incoming Civil Service Executive Committee to demand from management that this allowance reinstated or a new allowance created as quickly as possible.

## *Motion No.62 (Branch 29)*

Conference calls on the incoming Civil Service Group Executive to oppose any plans to close any of the current Social Security Offices or Job Centres. The Civil Service Group Executive should lobby Councils, MLA's, Northern Ireland Executive and work with Voluntary and Community Groups, to ensure that the current service is retained.

# Category X

## Motions which the chairperson has ruled out of order

### **Motion No.63** is ruled out of order as it is factually incorrect

#### *Motion No.63 (Branch 149)*

Conference calls on Civil Service Group Executive to bring forward a case to have prior casual/temporary service in the civil service prior to becoming a permanent employee calculated for pension purposes in total service.

### **Motion No.64** is ruled out of order as it is factually incorrect

#### *Motion No.64 (Branch 103)*

Conference notes with concern within the NICS ICT community regarding the ICT Allowance, following the situation in 2015 where similar allowances were removed from our colleagues in the Northern Ireland Assembly.

Conference calls on the Executive Committee to build on the excellent exploratory work undertaken, and the subsequent recommendation made by the NIPSA Information & Communications Technology Consultative Committee (ICTCC) in seeking to negotiate with NICS Management Side the means for the current ICT Allowance to be included with basic salary via bespoke ICT pay scales at all grades, rather than paid as a separate allowance – in the same manner as is currently done for Staff Officer Accountants.

It is vital that the NICS retains ICT functions in-house and that NIPSA fights to protect these public sector jobs. Protecting the ICT Allowance in this way is likely to play a crucial role in this fight.

The branch would also hope that any successful attempt to safe-guard the current ICT Allowance in this way could potentially be used as a springboard by colleagues in other areas of the NICS to protect similar terms and conditions.

### **Motion No.65** is ruled out of order as it is beyond the scope of the Civil Service Executive Committee

#### *Motion No.65 (Branch 149)*

Conference calls on Civil Service Group Executive Committee to open up promotion boards as there are currently no career development opportunities especially AA-AO grade, which will alleviate the need for so many temporary promotions.

### **Motion No.66** is ruled out of order as it is in conflict with the NIPSA rules on Legal Advice, rule 9.18-9.20 and the regulations for the provision of legal assistance and further processes and procedures outlined in the guides to Legal Services

#### *Motion No.66 (Branch 303)*

Conference asks that legal advice be made available to members affected by the sudden threat of possible redundancy in AFBI. The ignoring of NICS terms and conditions by the CEO is to be condemned. Therefore conference calls on the incoming committee to ensure that legal advice is more readily accessible to all members.



**Motion No.67 has been ruled out of order as it is insufficiently clear as a means of determining NIPSA Policy**

*Motion No.67 (Branch 312)*

Conference notes the long overdue lifting of the NICS recruitment and promotion embargo. During these exceptional circumstances NICS used fixed term recruitment and Recruitment Agency staff to cover vacancies. It has led to workplaces experiencing 3 and 4 tiers of staff on different terms and conditions. This fundamentally undermined our concepts of equal pay and treatment and was patently unfair. On occasion Agency staff were hired for identical work on widely differing terms.

So called Swedish Derogation was cynically used to reduce pay and maximise Agency profits.

We welcome a new NICS framework for Recruitment Agency contracts but expect these only to be used in exceptional circumstances. The NICS must ensure strict regulation of such contracts similarly any fixed term contract recruitment should be in exceptional circumstances and should include the expectation of conversion to permanent employment if and when the post is deemed to have become permanent.



# Northern Ireland Public Service Alliance

## Civil Service Group

### Annual Delegate Conference 2016

The following candidates have been nominated for election at Annual Delegate Conference 2016:

Candidate's Name	Grade	Candidate's Name	Grade
------------------	-------	------------------	-------

#### Chairperson (1 Vote)

Morgan, M	EOI	Veighey, J	SO
-----------	-----	------------	----

#### Vice Chairpersons (2 Votes)

Creaney, T	SSOI	Crilly, D	AO
McNulty, J	SO	Mulholland, B	FOII

#### Standing Orders Committee (2 Votes)

Dugan, V	SSOII	Mallon, C	SSOII
McKee, M	EOII	White, B	EOII

#### Executive Committee (19 votes)

Candidate's Name	Grade	Candidate's Name	Grade	Candidate's Name	Grade
Bannon, D	DP	Dornan, B	TGI	McKillop, T	EOII
Boersma, I	EOII	Farrell, E	AO	Morgan, M	EOI
Brooks, W	AO	Freedman, M <sup>1</sup>	SGB1	McNulty, J	SO
Burch, K	AO	Gates, C	DP	Mulholland, B	FOII
Collins, L	EOII	Harvey, S	SSOI	O'Sandair, R	EOII
Cowan, D	EOI	Higgins, G <sup>2</sup>	AI – GP4	Robinson, M	SO
Creaney, T	SSOI	Hoy, L	AO	Rooney, J	SO
Crilly, D	AO	Loughran, M	AO	Rooney, M	AO
Dale, P	M&CO	Lowry, D	ICT Programmer	Russell, V	HPTO
Davidson, J	EOI	Lynn, B	EOII	Veighey, J	SO
Dawson, P	HPTO	McCann G	AO	Toner, D	AG7
Dobbin, M	ICT3	McCleary, G <sup>3</sup>	HSO	Wilson, C	EOII
Doherty, C	EOII	McKeown, M	DP	Wilson, R	AO

\* Returned unopposed

(1) Elected by virtue of Rule 29 (b) of the Civil Service Group Constitution.

(2) Elected by virtue of Rule 29 (d) of the Civil Service Group Constitution.

(3) Elected by virtue of Rule 29 (e) of the Civil Service Group Constitution.



*Headquarters*

54 Wellington Park  
Belfast  
BT9 6DP  
Tel: 028 9066 1831

*Regional Office*

30 Great James Street  
Derry  
BT48 7DB  
Tel: 028 7137 4977

*Contact*

Email: [info@nipsa.org.uk](mailto:info@nipsa.org.uk)  
Web: [www.nipsa.org.uk](http://www.nipsa.org.uk)  
Fax: (Belfast): 028 9066 5847  
Fax (Derry): 028 7137 2961

*Visit*

[www.nipsa.org.uk](http://www.nipsa.org.uk)

*Follow us on*

